



## **Project Intake Procedures and Submittal Requirements Site & Subdivision Inspections**

The following information provides a summary of the Project Intake Procedures with the Submittal Requirement to obtain a Site and Subdivision Inspection within the City of Austin jurisdiction (full-purpose and limited-purpose city limits, and extraterritorial jurisdiction [ETJ]).

### **Project Intake Procedures**

#### **Step 1: Project Submittal and Fee Assessment**

- A. After receiving a City of Austin-approved set of plans and are ready to begin construction in the Right-of-Way or Public Easement, email your Contract(s) and Costs & Quantities break-out to [SiteSubIntake@austintexas.gov](mailto:SiteSubIntake@austintexas.gov) for fee assessment.
- Contracts must include signatures
  - Cost and Quantities will need to include a description, quantity, and value for all infrastructure to be inspected. Our office inspects all public infrastructures in the ROW and Public Easements, except that which falls under TXDOT or Travis County Jurisdiction.
  - Cost and Quantities cannot not be accepted as Lump Sum
- B. Intake staff will create and provide an invoice for payment with the cashier.
- Provide Payee information. The invoice requires the name that will appear on the check or Credit Card
  - Submit Fee Payment with the Cashier located on the 1st Floor of the One Texas Center, 505 Barton Springs Road
  - Payment of Fees is required prior to the delivery of the required plan sets

#### **Step 2: Required Documents and Plan Sets**

- A. Submit all applicable documents to [SiteSubIntake@austintexas.gov](mailto:SiteSubIntake@austintexas.gov). Applicable documents may include;
- Geo-Technical Report which includes design recommendations for projects with new street infrastructure
  - Legal documents regarding the private maintenance of Water Quality and/or Drainage infrastructure
  - Quality Control/Quality Assurance (QA/QC) Plan for City maintained pond which includes a liner
- B. Plan Sets
- Refer to the appropriate checklist. Construction Plans must be bound and include all current corrections, revisions, and approval signatures
  - Water and/or Wastewater and Pond Plan Sets should only include Cover, Plat, Plan, Note & Detail sheets for the work being done
  - All corrections approved during construction will require the submittal of four (4) sets of the approved corrected sheets including the cover sheet to this office for distribution

REQUIREMENTS	Subdivision Plan	Site Plan	Site Plan Exemption	TAP
<b>Geotechnical Report</b> (EMAIL PDF for projects with new street construction)	If applicable	If applicable	na	na
<b>Legal Documents</b> regarding Water Quality Pond or Drainage Facility maintenance	If applicable	If applicable	na	na

### CONSTRUCTION PLANS

<b>Half Size</b>	1	1	na	na
<b>Full Size</b>	2	2	4	4
<b>Water and/or Wastewater</b> Full size	4	4	na	na
<b>City of Austin Maintained Pond</b> Full size	1	If applicable	na	na

#### Notes:

- Plans must be bound and include all current corrections, revisions, and approval signatures
- All corrections approved during construction will require the submittal of four (4) sets of the approved corrected sheets, including the cover sheet, to this office for distribution
- All Plan Sets should include Cover, Plat, Plan, Note & Detail sheets for the work being done.

All required items must be submitted to our office in order for your project to be processed for Review and Assignment. **Incomplete submittals will not be accepted.** Missing information will delay project Review and Assignment.

### Step 3: Review and Assignment

Once all fees have been paid and all required paperwork has been submitted to Intake & Acceptance:

- A. Your project will be put in line for verification.
  - Proposed infrastructure improvements shown on approved plans will be cross-referenced to paid fees on submitted costs & quantities in our system
- B. Your project will be assigned to a Field Office Supervisor.
  - When your project reaches the Inspection Supervisor, they will assign it to an Inspector
  - The Inspector will contact the project Contractor to schedule the Pre-Construction Meeting

Contact [SiteSubIntake@austintexas.gov](mailto:SiteSubIntake@austintexas.gov) for fee assessment or questions regarding project submittal.